

Lynne L. Mazeika  
Clerk Of Common Pleas Court  
Lake County Courthouse West Annex, 25 North Park Place, PO Box 490  
Painesville OH 44077  
440-350-2657

In The Court Of Common Pleas  
Division Of Domestic Relations  
Lake County, Ohio

Caption: \_\_\_\_\_ Case No. \_\_\_\_\_  
vs. \_\_\_\_\_

Instruction For Service  
(Motion)

To The Clerk:

You are hereby instructed to serve the following parties by

\_\_\_\_\_ Regular Mail  
\_\_\_\_\_ Certified Mail  
\_\_\_\_\_ Sheriff Of \_\_\_\_\_ County ( ) Residence ( ) Personal  
\_\_\_\_\_ Process Server

With the following paper

\_\_\_\_\_ Support/Visitation Contempt Summons  
\_\_\_\_\_ Regular Summons (28 Days)  
\_\_\_\_\_ Motion Summons  
\_\_\_\_\_ With Journal Entry  
\_\_\_\_\_ Without Journal Entry

Name of pleadings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address

Party \_\_\_\_\_

Party \_\_\_\_\_

Party \_\_\_\_\_

Party \_\_\_\_\_

Prepared By: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_